United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
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Denver, Colorado 80225-0047
http://www.blm.gov/nbc

March 4, 1999

In Reply Refer To: 1525 (BC-680) **P**

EMS Transmission Instruction Memorandum No. BC-99-030 Expires: 09/30/00

To: State Directors

Assistant Director, FA-100

From: Director, National Business Center

Subject: Working Capital Fund - Light Trucks Procurement, FY 1999 DD: 3/31/99

This memorandum initiates the requisitioning cycle for procurement of Bureau of Land Management (BLM) owned light trucks (under 19,000 GVWR) for FY 2000 delivery. The objective is to have all requisitions for light trucks to the General Services Administration (GSA) in time to be included in the first consolidated procurement which has a cutoff date of May 1, 1999. Achievement of this objective will result in delivery of light trucks in early 2000 for use during the 2000 field season.

Please review the vehicles eligible for replacement based on projected mileage on Attachment 1, Vehicle Replacement List, to determine if replacement is necessary and complete the analysis on Attachment 2, Individual Working Capital Fund (WCF) Replacement Motor Vehicle and Heavy Equipment Requisition, for each vehicle to be replaced. Vehicles newer than 1994 model year will be replaced as funds are available. When completing the requisition, enter necessary options. Vehicles in continuous heavy-duty use, such as law enforcement vehicles, should order the trailer towing package, option TTP, since this option includes a heavier suspension system and cooling system.

Attachment 2 should be used as an individual vehicle requisition in lieu of BLM Form 1510-18 unless additional funds are required. If additional funds are required, a 1510-18 must be attached approving the additional funds. Attachment 2 has changed since last year so the new form should be used as the old form will not be accepted. This form is included as an attachment in Word Perfect 6.1 format and is also available on the Property Management Web site. The requisition number must be assigned by office location and consists of state, office,

and consecutive document control number (example: CO-070-17). The requisition must be signed by an authorized official at the requisitioning office. Requisitions prepared in field offices shall be reviewed at the State Office level and signed by the State Director or the Assistant Director, FA-100, or their authorized representative. A consolidated package of all requisitions from each State must be submitted to the National Business Center, Property Operations Team (BC-680A) by the suspense date.

Requisitions should reflect the minimum essential needs for the mission. Options such as "power windows and door locks, PWL" or "remote keyless entry. RKE" will not be considered unless accompanied by a justification signed by the local manager. When the vehicle requisitioned has a higher cost than the vehicle being replaced, a justification signed by the local manager must be attached.

Law Enforcement General Orders specify the types of vehicles and options that may be requested for law enforcement vehicles. These are standard items 46C, 105, or 105B. Requests for vehicles other than these must be accompanied by a justification signed by the BLM Chief of Law Enforcement, WO-370.

Requisitions for a sole source procurement must be supported by a "Justification for Sole Source Procurement." When a particular style or option that is required is only available with one manufacturer's model, the justification must explain how the option(s) is (are) essential to the minimum operating requirements of the government. Sole source justifications must be signed by persons authorized to approve the requisition. If the requisition is for a law enforcement vehicle, a "Certification of Standard and Law Enforcement Vehicles" is also required (see Attachment 3).

Attachment 4 is the Replacement Criteria for Light Trucks. The forecast list projects mileage through September 2000. If your office anticipates a change in the usage of the vehicle, please consider that in forecasting your replacement requirements. Where a vehicle meets age criteria, but not usage, or where a vehicle meets usage criteria, but not age, the local fleet may need better management for maximum utilization.

A copy of Federal Standard 307AB (4X2) Light Trucks, and (4X4) Light Trucks, dated July, 1998, should have been sent to all State and District Offices by the GSA in October 1998 for use in identifying requirements and preparing requisitions for replacement vehicles. Please note that 4X2 and 4X4 vehicles are covered in the same standard. Use this standard to order vehicles. This standard is available on the GSA web site at http://scnedc.gsa.gov/auto.html or http://fss.gsa.gov.

Attachment 5 is a schedule of average costs for WCF light truck classes and corresponding GSA Standard Item numbers. Field offices may use this attachment to determine the approximate cost for purchasing a new vehicle.

Vehicles, other than those listed on Attachment 1, which are no longer cost-effective to operate or do not meet operational requirements, may be identified for replacement based on age, mileage, or excessive maintenance cost. You may identify such vehicles for replacement and submit the appropriate requisition with the state consolidation, with a complete explanation of circumstances. Replacement of these vehicles will be accomplished only if funds are available.

Light fire engines, class 662 and 663, are replaced from a GSA Federal Supply Schedule Contract. The 663 class is the ubiquitous 11,000 lb GVW (new ones will be 12,500 GVW) "light" engine in the BLM. The 662 is the newer model 15,000 lb GVW "light" engine that first made its appearance in 1998. There is a higher FOR for the 663 class. Order forms for 663 trucks will be available from Mike Utecht, FA-100, (208) 387-5424. Please do not use the order form for light trucks attached to this

memorandum.

Many vehicles are showing over 100,000 miles at a 4-year life cycle. Maintenance costs normally begin to rise on these high-mileage vehicles resulting in higher use rates. Early replacement of many vehicles would also affect the fixed ownership rate of the vehicles due to more frequent outlays of replacement cost. Rotation of these vehicles with low-mileage vehicles will alleviate the need for early replacement. Management personnel in States where there is over- and under-utilization of vehicles among offices may wish to look at fleet distribution or fleet size.

We are still trying to reduce fuel consumption. Potential future mandated reductions in greenhouse gas emissions could result in draconian reductions in fossil fuel burned in government vehicles. By choosing the smallest size of vehicles that can do the job when we procure replacements, we can best position the BLM as a "green" organization and minimize the consumption of fossil fuels. As a matter of economics and budget constraints, we should continue the trend that has been started. We can accomplish this by choosing smaller vehicles, vehicles with the minimum size engine to accomplish the mission, vehicles with diesel engines when they are available, or alternative fuel vehicles. Managers should carefully evaluate their requirements when specifying replacement vehicles and select sizes and options which can contribute toward accomplishing this goal. The alternative for the future may be mandatory reductions in vehicles, vehicle size, or mileage operated.

By Executive Order 13031, we are required to purchase alternative fuel vehicles (AFVs) for 75% of the FY99 new vehicle acquisitions for fleets of 20 or more vehicles located in Standard Metropolitan Statistical Areas (SMSA) in the DOE Clean Cities Program. Acquisitions include vehicles leased from GSA as well as Interior vehicles. The BLM offices located in SMSAs are in Phoenix, Denver, Boise, Salt Lake City, Sacramento, Riverside, Jackson, Portland, Spokane, Bakersfield, Milwaukee, Washington and Las Vegas. By looking at the inventory reports, our offices in Phoenix, Bakersfield, Sacramento, Denver, Boise, Las Vegas, Spokane, Portland, and Salt Lake City have 20 or more vehicles and will be affected by this order. If this is not correct, these offices should update their inventories. Law enforcement, fire, and other emergency vehicles are exempt from the fleet totals used to qualify for this requirement but acquisitions for emergency use can be used to meet the requirement. Offices must consider how they will structure their fleet to meet this requirement. Existing vehicles can be modified for

alternative fuels and modifications to new and existing vehicles to complete dual fuel preparation packages can be charged to WCF as capitalized costs for the vehicle. Call this office at (303) 236-9456 for further information.

Since many offices are reducing their vehicle fleets, managers should carefully evaluate their long term vehicle requirements. Additionally, some requisitions will be filled by re-assigning and transferring vehicles from other offices.

As the offices which have requisitioned large carryalls, items 106 and 108, have found, these vehicles are difficult and expensive to acquire. Requesting offices should consider ordering another type of vehicle.

A requisition for each proposed vehicle and a consolidated Certification for Standard and Law Enforcement Vehicles must be submitted to the National Business Center, Property Operations and Systems Team (BC-680A), on or before March 31, 1999.

The requisitions, cover letters, and justifications may be submitted by FAX, GroupWise, or regular mail. All correspondence must be submitted in Word Perfect 6.1 format.

For additional information, contact Tom Jatko, BLM Fleet Manager/Equipment Specialist, at (303) 236-9456, Michael Kostroski at (303) 236-9458, or Judy Reck at (303) 236-9464 at the National Business Center, Property Operations and Systems Team (BC-680A). FAX (303) 236-9470.

Signed By: Authenticated By:

Dennis Sykes Robert Palmer

NBC Director Group Administrator, BC-680

5 Attachments

- 1 Motor Vehicle Replacement Listing (16 pp)
- 2 Individual WCF Replacement Motor Vehicle and Heavy Equipment Requisition (1 p)
- 3 Certification for Standard and Law Enforcement Vehicles (1 p)
- 4 Replacement Criteria for Light Trucks (1 p)
- 5 Average Vehicle Replacement Costs (1 p)

Replacement Listing for FY 99

STATE: ALASKA

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	<u>PROJECTED</u> MILEAGE
AK 310	164	1259062	97	99,251

Replacement Listing for FY 99

STATE: ARIZONA

LOCATION	CLASS	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
AZ010	143 161	1165366 1162537 1168232 1256034	93 92 94 95	75,618 73,919 72,862 74,543
	163	I256357 I256359	96 96	71,167 74,713
	167	1256035	95	70,723
AZ020	163 166 167 168	I256836 I256360 I256036 I256179	97 96 95 95	70,744 70,673 83,687 72,238
AZ 040	164 166 167 168	1258866 1256367 1256365 1256369	97 96 96 96	82,802 69,920 74,192 73,920
AZ 050	162 164 169	I168587 I262297 I259160	94 98 97	79,864 81,272 102,292
AZ910	164 169	I259207 I256015 I256900	97 95 97	73,910 74,052 81,727

Replacement Listing for FY 99

STATE: NATIONAL BUSINESS CENTER

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
BC680	168	I168497	94	106,772

Replacement Listing for FY 99

STATE: CALIFORNIA (page 1)

LOCATION	<u>CLASS</u>	LICENSE NO.	YEAR	PROJECTED MILEAGE
CA100	141 167 168 170	1258936 1258926 1258938 1258922	97 97 97 97	71,389 72,783 82,462 97,533
CA180	169	1258925	97	83,826
CA190	163 168 170	I162536 I256510 I256183	92 96 96	73,225 72,800 71,605
CA350	140	I149707	88	56,284
CA 370	161 162	I165290 I160378 I162694	93 91 92	75,372 72,118 70,308
CA 610	162167168	I168424 I168559 I165334 I256154 I168491	94 94 93 95 94	86,232 98,596 81,938 77,119 72,920
CA 650	162 169	I259164 I258838 I259182 I259184	97 97 97 97	79,146 72,812 78,631 128,359
CA 660	168 169	I259031 I256420 I258820	97 96 97	72,186 74,106 86,144
CA 670	169	1258840	97	70,331

Replacement Listing for FY 99

STATE: CALIFORNIA (page 2)

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
CA 680	162	1258816	97	91,630
		1258817	97	78,101
	167	I258819	97	77,031
	169	1256406	96	91,145
CA 690	167	1256419	96	87,851
	170	1258845	97	101,966
CA 910	143	l154871	88	19,930
	160	I159026	90	72,674
	164	I168529	94	70,783
		1256465	96	102,585
		I259109	97	128,467
	167	I159021	90	57,804
		I168312	94	102,112
	168	I159023	90	56,726
		I159031	90	54,981
		I168455	94	70,000
		I168576	94	71,377
		1256463	96	85,866
	169	I168560	94	83,943
		1256399	96	75,829
		1256464	96	158,516
		1258881	97	80,516

Replacement Listing for FY 99

STATE: COLORADO

LOCATION	<u>CLASS</u>	LICENSE NO.	YEAR	PROJECTED MILEAGE
CO 010	163 167 168 169	I256192 I256550 I256190 I258794	95 96 95 97	66,553 72,019 71,920 84,742
CO 030	162 663	I168233 I256193 I165202	94 95 92	65,058 85,380 60,166
CO 050	167 169	1256370 1256371 1258798	96 96 97	74,440 68,253 96,713
CO070	162 168 169	I168248 I256884 I256885 I256886	94 97 97 97	69,984 73,136 79,126 118,494
CO910	161 167 168	I162612 I160226 I162666 I258801 I258803	92 91 92 97 97	75,430 78,899 76,720 83,909 75,364

Replacement Listing for FY 99

STATE: EASTERN STATES

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
ES 030	141 170	1258953 1258954 1259363	97 97 98	85,840 115,475 89,652
ES 910	166 167	1256294 1258879 1259166 1258877	95 97 97 97	70,475 95,209 66,501 69,279

Replacement Listing for FY 99

STATE: OFFICE OF FIRE AND AVIATION

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
FA 100	143	I168301	94	64,847

Replacement Listing for FY 98

STATE: IDAHO

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
ID050	140 163	I162550 I256497	92 96	76,457 88,728
ID910	166	I162869 I168401 I256266	92 94 95	64,027 83,159 73,870
	168	1256202 1256453 1256454	95 96 96	64,988 75,360 68,644
	169	1256437	96	71,811

Replacement Listing for FY 98

STATE: MONTANA

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
MT060	170	I168205 I168568	94 94	73,263 104,326
MT062	164 167	I258833 I256545	97 96	81,633 78,129
MT 070	170	1258960	97	69,956
MT 080	161	1256377	96	75,302
MT092	162	I162638	92	71,634
MT910	141 162 167 169	I256841 I256080 I168391 I256499	97 95 94 96	80,754 70,511 74,748 76,166

Replacement Listing for FY 98

STATE: NEW MEXICO

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	<u>PROJECTED</u> MILEAGE
NM010	162 163 167 168	1256037 1256006 1256007 1256405 1259083 1259084	95 95 95 96 97 97	91,054 72,993 69,992 69,970 73,500 71,523
NM030	162 167	1258789 1256379 1256402 1256417	97 96 96 96	130,682 72,631 72,884 84,275
NM 040	167	1256014	95	85,186
NM 044	141 143	I256888 I258991	97 97	67,098 93,800
NM060	145 162 163 167 169	I256851 I256016 I256860 I256390 I259117	97 95 97 96 97	81,078 67,506 94,502 80,079 97,418
NM070	168	I168469	94	84,498
NM910	141 166 167 168	I258969 I259172 I165313 I262465 I259070	97 97 93 92 97	83,525 80,479 79,905 94,055 102,602

Replacement Listing for FY 98

STATE: NEVADA (page1)

<u>LOCATION</u>	CLASS	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
NV010	161 163 167	1168343 1168606 1165406	94 94 93	72,844 76,139 70,615
NV 020	163	1256479 1256480	96 96	78,421 87,141
NV030	169	I256155	95	69,940
NV040	162	I168369 I168487	94 94	70,060 72,460
NV050	161	l162375 l168302	91 94	75,293 73,697
	162	1256261 1256636	95 96	91,037 100,164
	164	1256899	97	79,237
	166	l165158	92	74,083
	169	I259169	97	120,788
NV060	162	I258966	97	67,107
	163	1168354	94	69,431
		I256353	95	69,822
NV910	162	I165338	93	70,291
	166	I165153	92	71,073
		I165154	92	87,610

Replacement Listing for FY 98

STATE: OREGON

LOCATION	CLASS	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
OR010	166 168	I256290 I160501 I258994	95 91 97	74,737 70,281 87,178
	169	1259040	97	103,372
OR030	162 166 170	1256578 1256672 1256668 1162807	96 95 95 92	75,908 69,928 73,569 79,786
OR 050	161 163	I259131 I256449	95 96	69,644 75,918
OR 100	160	1256382 1256384	96 96	70,353 69,836
OR 130	160 161 169 170	I256564 I258895 I258892 I258894	96 97 97 97	72,192 70,362 97,257 78,440
OR910	169	I165600 I256373 I256374	93 96 96	73,996 75,747 79,330

Replacement Listing for FY 98

STATE: TRAINING CENTER

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
TC100	142	I158965	90	52,047

Replacement Listing for FY 98

STATE: UTAH

LOCATION	<u>CLASS</u>	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
UT 020	162	1258903	97	90,881
	176	I160403	91	103,127
UT 040	161	l168251	94	92,515
		I256917	97	69,328
	162	1256918	97	69,965
		1256919	97	79,839
	164	1256436	97	74,534
	167	I256915	97	79,972
UT 050	162	1256219	95	120,017
	168	1258872	97	87,392
	169	1258873	97	95,254
UT910	141	1258983	97	72,078
	169	1256222	95	71,166

Replacement Listing for FY 98

STATE: WYOMING

LOCATION	CLASS	LICENSE NO.	<u>YEAR</u>	PROJECTED MILEAGE
WY010	162 163 167	1162574 1256528 1256375	92 96 96	71,138 69,529 72,708
WY030	143 161 162 163 166 168	I160534 I159302 I258854 I256102 I155173 I159327 I258850	91 90 97 95 89 90	72,469 69,003 73,519 111,765 44,934 66,366 65,867
WY040	168 169 181	I259100 I256584 I168653	97 96 91	77,105 115,922 84,284
WY910	163 166 168	1168602 1165173 1256661 1258900 1258901	94 92 96 97 97	72,647 78,741 69,765 82,965 108,091

Individual WCF Replacement Motor Vehicle And Heavy Equipment Requisition

THIS	SECT	TION T	го в	E CO	MPLE	TED B	/ TH	EE	BUSIN	IESS	CENTI	ER							
Agen	cy Ord	der Nu	ımbe	er	E	Stimate	d Cc	st_			_ Cla	ss	Ne	ew Lic	ense_				
REM	AINDE	R OF	FOI	RM T	O BE (COMPL	ETE	D E	BY TH	IE RE	QUES	TING	OFFIC	E					
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Of	fice Na	ame _							N	o. & St	reet _								
Cit	ty, Sta	te, Zip	Cod	de															
4. R	equisit	ioner l	Maili	ng Ac	ldress	:[]Sa	me a	as a	addres	ss abo	ve								
BL	.M Offi	ce						No.	& Sti	reet o	PO B	ох							
Cit	ty, Sta	te, Zip	Cod	de															
5. (A) Pers	on or	alter	nate t	o be c	ontacte	d ab	out	spec	ificatio	ns for	the re	placen	nent v	ehicle				
Na	ame:					F	hon	e #:					Fax #:						
(B)) Pers	on who	liw c	l be si	gning	the rece	eivin	g re	port f	or the	vehicl	e.							
Na	me:					F	hon	e #					Fax #:						
6. D	escrip	tion of	f veh	nicle to	be re	placed.													
Lic	ense	No			\	/ehicle (Class	S		_GVV	VR		Mfr		I	Model			_
Pre	esent	Mileag	je		Y	ear of M	lfr		_ Cos	st of re	pairs	require	ed on th	nis ve	hicle				_•
7. Fe	ederal	Stand	ard	used i	n orde	ering the	rep	ace	emen	t vehic	le - <u>ch</u>	eck bo	<u>)X</u> .						
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8. In	dicate	the co	ompl	ete st	andar	d item n	umb	er a	and d	esired	option	code	s from	the Fe	ederal	Stand	dard u	ısed.	
Std It	tem No	⊇ []	Optic	ns Re	quired[][][][][][][][][][][][][
][][][][][][][][II	I	I][][][][]		
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Signa	ature a	ınd Tit	ie of	Auth	orized	Official	T	ele	ohone	Num	ber								
Appro	oved_					,	BLN	1 FI	leet M	lanag	er, BC	680, E	Date			_	Attac	chme	nt 2

CERTIFICATION FOR STANDARD AND LAW ENFORCEMENT VEHICLES

Office:_		Date:						
Standard General Purpose Vehicles:								
The following listed replacement requisioneeds in consideration of overall safety,	, economy, efficier							
	Law Enforcemen	nt Vehicles:						
The following listed replacement req conformance with 41CFR 101-38.001-								
	STATE DIRE	ECTOR						

Attachment 3

REPLACEMENT CRITERIA FOR LIGHT TRUCKS

The standards prescribed below are minimum standards. Vehicles may be replaced when they have been operated the total miles listed. The mileage is projected the end of the field season. If the vehicle will reach the criteria during the field season, then it should be replaced before the field season. The Fixed Ownership Rate (FOR)is adjusted each year based on the age of vehicles when they are replaced. However, it is BLM policy to continue in service vehicles which meet prescribed replacement standards but which are in useable condition, provided as follows:

- 1. A continued program need exists for the vehicle;
- 2. The vehicle can be operated safely and dependably without excessive repair and maintenance cost, and without excessive fuel/oil consumption;
- 3. Repair parts are readily obtainable; and
- 4. Retention will not substantially reduce the sale value of the vehicle.

When any single repair job exceeds the estimated current market value of a vehicle, consideration should be given to replacement in lieu of repair and retention. Those vehicles with excessive maintenance costs may also be included prior to reaching the replacement criteria provided the supporting documentation is enclosed. You may use the above two considerations if funds are available.

Vehicle Class and Description	Replacement Criteria					
140, 141, 142, 143,145 (General Purpose, 4X2, includes pickup, panel, delivery, carryall van)	75,000 miles OR	10 years				
160, 161, 162, 163, 166, 167, 168, 170 (General Purpose, 4X4)	70,000 miles OR	10 years				
145, 165 PET vehicles miles		65,000				
164, 169 (Law Enforcement 4X4)	65,000 miles					
670 RAWS	2 y	ears				
662 and 663 Light Fire Trucks	8 years for 663, 9 ye	ars for 662				

Attachment 4

Average Vehicle replacement costs, FY99

WCF Class	Representative Standard Item(s)	Average Cost (\$)
140 141 142 143 145 146 147 171 172 175 176 181 182 160 161 162 163 164 165 166 167 168 169 170 174	60, 61 41, 61C, 42, 41C 44, 42C, 44C 41C 2,3,20,100 21,22,24,100B,101,102 44A, 44D,52,54,73,74B, 84B 124B, 124D 531 541 622 524 65, 66 66C, 46 46C, 47 49, 47C, 49C 46C, 47C, 49C 46C 106, 108 7, 105B, 105 w/ V8 6, 105, 25 7, 105B, 108 49A, 49D, 74A, 129 27,848 129A, 129B, 79B, 79F	12,898 21,194 21,612 22,642 21,708 19,460 21,070 23,907 26,115 35,675 38,990 58,515 62,419 17,888 20,050 23,110 23,486 26,772 23,724 31,627 28,977 23,150 29,776
176 179 183	712, 723, 732, 742 714, 724, 733, 743, 744 613, 623, 633A	45,231 57,429 66,788

More precise numbers may be available.